

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY

Diploma Engineering - SEMESTER-I & II • EXAMINATION – WINTER 2013

Subject Code: 310007

Date: 20-12-2013

Subject Name: Business Communication - I

Time: 2:30 pm - 05:00 pm

Total Marks: 70

Instructions:

1. Attempt any five questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. English version is considered to be Authentic.

- Q.1** (a) Write the meaning of the following idioms and use them in the sentence **07**
(1) To deal with (5) By hook or crook
(2) To make up (6) To keep an eye on
(3) To put forward (7) From time to time
(4) At all cost
- (b) Write one word for the following **07**
(1) A lady whose husband is dead
(2) A person who is leading a group
(3) A person who governs the Government
(4) Work for no money is paid
(5) A person who plays cricket
(6) A remedy for all diseases
(7) The place where the patient is treated
- Q.2** (a) Write a conversation between a Lawyer and a client **07**
(b) Write the Synonyms and Antonyms of the following **07**
(1) Powerful (2) Major (3) Love (4) Plenty
(5) Mild (6) Delight (7) Paradise
- OR
- (b) Write a conversation between a Player and a Coach **07**
- Q.3** (a) Give the meaning of the following words and use them in your own sentences **07**
(1) Sail – Cell (2) Caste – Cost (3) Fist – Feast (4) Whole-Hole
(5) Rate- Rat (6) Effect-Affect (7) Advise-Advice
- (b) Punctuate the following **07**
The saint preached that When you are young as you all are full of energy are you not you may want to play to rush about your life then what happens As you grow up your teachers curtails your energy by shaping it directing it into various moulds and at last you become men women in the society
- OR
- Q.3** (a) Punctuate the following **07**
Gandhiji said we have to live our life from day to day therefore to be Able to spiritualize Whole span of our life we need to know the methods of spiritualizing our daily life How can we do this can be done by living it as a traveler do you know why the traveler travels
- (b) (1) Discuss an importance of Business Communication **07**
(2) Arrange the following words in dictionary order
Ashok-Alok-Advin-Amit-Amita-Ahmed-Abbas
- Q.4** (a) Change the following into Indirect Speech **07**
(1) The girl said to his friend “What a lovely bicycle it is!”
(2) The mother said to her Daughter, “Whether she has any

- objection if she draws a picture ”
- (3) My mother said me,” Life is just like a song, sing it “
- (4) “ It is our duty to help blind persons” ,Father Albert said
- (5) He said , “ this is the movie which I wanted to see”
- (6) The teacher said “ The Sun rises in the East “
- (7) The football said to the players” Work hard to win the game“
- (b) Write as directed 07
- (1) We can not _____ hot in the Summer (bare, bear)
- (2) He went to the garden _____ his father (accept , except)
- (3) It gives me a _____ of mind (piece , Peace)
- (4) The drink is too cold to drink (remove Too)
- (5) This the man whose horse ran fast (make it simple)
- (6) I ran fast, I could not overtake him (make it compound)
- (7) Mohan will go. It is certain (make it compound)
- OR
- Q. 4** (a) Change the following into Indirect Speech 07
- (1) The boy said to his friend “What a lovely bike it is!”
- (2) The daughter said to her mother “ Whether she has any objection if she sings a song”
- (3) The teacher said,” Do your work in time”
- (4) The scientist said, “ Oil can not be dissolved in water”
- (5) Rakesh said to his friend, “ This is the story book which I want to purchase”
- (6) My Mother said,” The life is a challenge face it”
- (7) “ It is our duty to help handicapped person” ,Swamiji said
- (b) Write as directed 07
- (1) It is too hot to go out (remove too)
- (2) Though Pinal is very weak, she works hard (make it compound)
- (3) She is not only beautiful but also intelligent (make it simple)
- (4) I will go to Baroda next _____ (weak ,week)
- (5) There _____few children in the garden (were, ware)
- (6) I saw a thief .He had a pistol in his hands (join the sentence)
- (7) The child said to her mother, “ Please give me a toy” (make it simple)
- Q.5** (a) Write a paragraph on “Indian Economy” about 50 words. 07
- (b) Write a paragraph on “Importance of English ” about 50 words. 07
- OR
- Q.5** (a) Write a paragraph on “Computers as a friend” about 50 words. 07
- (b) Write a paragraph on “Importance of Women’s education” about 50 words. 07
